



Franklin County
Department of Job & Family Services
1721 Northland Park Ave.
Columbus, Ohio 43229

J O B A N N O U N C E M E N T

POSITION TITLE: Case Manager
(Bargaining)

PCN: 107027, 107121,
107122, 107123, 107124

DEPARTMENT/Location: Medical Support Services/Satellite Unit **P. R.:** O10

REPORTS TO: Case Manager Supervisor

RESPONSIBILITIES: Determine initial eligibility for Medicaid for persons in, or seeking admission to, nursing facilities. Conduct in-depth, in-person interviews with applicant or their primary information person to screen often-complex financial circumstances in relation to existing eligibility requirements. Communicate public assistance requirements, rights and responsibilities, and detailed instructions effectively, both verbally and in writing. Review and evaluate all forms of financial records including, but not limited to, bank statements, brokerage statements, insurance policies, annuities, trusts, and retirement investments, property holdings, tax returns, and personal handwritten records. Represent agency at state hearings. Employ good public relations skills in determining what information is communicated and how it is relayed. Update internal database system to facilitate caseload management. Keep records to report daily, weekly and monthly performance on all activities. Use basic bookkeeping and accounting practices to review payment histories, NF accounts, and communicate with business professionals.

MINIMUM QUALIFICATIONS: An Associate's degree in social work or human services field is required; supplemented by two (2) years of experience in social work, case management, or public assistance programs; or any equivalent combination of training and experience. Must have a valid driver's license and use of private automobile for travel.

STARTING SALARY: \$15.87 per hour. 180 day probationary period.
Plus a Comprehensive Benefits Package

DATE POSTED: Wednesday, March 18, 2015

DEADLINE TO APPLY FOR INTERNAL APPLICANTS: Tuesday, March 24, 2015

DEADLINE TO APPLY FOR EXTERNAL APPLICANTS: Tuesday, March 31, 2015

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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